Activity: **9.5**
                         Conclude Acceptance Process

Responsibility: Project Manager

Description: The acceptance process is used to officially accept new or modified software
                         products that satisfy the users' requirements and are fully operational. The
                         acceptance process is concluded when the acceptance test has been
                         successfully completed, the software product has been installed and is
                         operational at all user sites, and complete operating documentation describing
                         the product has been approved and delivered.

                         At the conclusion of the acceptance process, responsibility for the software
                         product is formally transferred from the project team to the system owner and
                         maintenance staff.

Procedure: Use the following procedure to conclude the acceptance process.

                         •   The project manager notifies the Quality Assurance representative
                                  assigned to the project that the software product is ready to complete the
                                  acceptance process.

                         •   The Quality Assurance representative sends the Acceptance Checklist to
                                  the project manager.

                         •   The project manager completes the checklist, obtains the concurrence
                                  signature of the system owner (if required), and returns the completed
                                  checklist to the Quality Assurance representative.

                         •   The Quality Assurance representative schedules an acceptance meeting.
                                  More than one meeting may be necessary to accommodate users at
                                  different locations or with varying requirements.

Work Product: The Acceptance Checklist is completed and submitted to the Quality Assurance
                         representative supporting the project. This list helps to ensure that all
                         necessary acceptance activities have been completed and that the required
                         operating documents were developed and approved. A sample Acceptance
                         Checklist is provided on the following page.

                         A formal written acceptance of the software product is produced by the system
                         owner to verify that the software product is acceptable and ready for
                         production.

Sample Acceptance Checklist
[Software Product Name]

The Acceptance Checklist provides a final check to determine that everything is in place prior to the system being turned over to the system owner and maintenance staff.

Instructions: The project manager must indicate completion of each item with a checkmark, obtain the concurrence signature of the system owner, and return the completed checklist to the Quality Assurance representative assigned to the project. Any deviations from the checklist must be documented and a copy attached to the checklist.

Yes   **Not Applicable**

☐   ☐   Maintenance programmer data base access has been assigned.

☐   ☐   File protection rules have been modified to permit access to the system by maintenance programmers.

☐   ☐   File protection rules have been modified to remove project team and other temporary user access from further access to the system.

☐   ☐   Any software installed on testbeds or other platforms for acceptance testing has been removed and any file modifications such as to autoexec.bat and config.sys have been restored.

☐   ☐   Project team and other individuals having temporary data base access passwords have been deleted.

☐   ☐   Final operating documentation has been distributed.

☐   ☐   List of any planned enhancements has been sent to the Quality Assurance representative.

☐   ☐   Programs, files, and other support software are in the production library and have been deleted from the test library, where appropriate.

☐   ☐   All current program compiles, files, and other software have been reviewed and turned over to the maintenance staff.

☐   ☐   Load library matches source library.

System Owner Concurrence (if required)

I concur that all of the above items have been completed, the system is acceptable as delivered, and the system is ready to be turned over to the maintenance staff. Any deviations from this checklist have been documented and approved.

_____
System Owner